

CITY OF JEWELL, IOWA
INDEPENDENT ACCOUNTANT'S EXAMINATION REPORT
FOR THE PERIOD
JULY 1, 2012 THROUGH JUNE 30, 2013

Cornwell, Frideres, Maher & Associates, P.L.C.
Certified Public Accountants

Table of Contents

	<u>Page</u>
Officials	1
Independent Accountant's Examination Report	2-3
Detailed Recommendations:	<u>Finding</u>
Segregation of Duties	A 4
Reconciliation of Utility Billings	B 4
Reconciliation of Fire and Rescue Account	C 5
Inactive Accounts	D 5
Annual Financial Report	E 5
Records of Account	F 5

City of Jewell, Iowa

Officials

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Mickey Walker	Mayor	Jan 2014
Bruce Johnson	Council Member	Jan 2014
Fred Marcalus	Council Member	Jan 2014
Kenn Outzen	Council Member	Jan 2016
Leo Reiter	Council Member	Jan 2016
Rick Young	Council Member	Jan 2016
Karen Culpepper	Clerk/Treasurer	Indefinite
Justin Deppe	Attorney	Indefinite

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Independent Accountant's Examination Report

To the Honorable Mayor
and Members of City Council:

We have performed an examination of the City of Jewell pursuant to Chapter 11.6 of the Code of Iowa. Accordingly, we have applied certain tests and procedures to selected accounting records and related information of the City of Jewell for the period July 1, 2012 through June 30, 2013. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

The procedures we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We reviewed security bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We reviewed City funds for consistency with the City Finance Committee's (CFC) recommended uniform chart of accounts and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We reviewed the City's fiscal year 2013 Annual Financial Report (AFR) to determine whether it was completed and accurately reflects the City's financial information.
7. We reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property to the State of Iowa.
8. We reviewed revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.

9. We reviewed and tested selected receipts for accurate accounting and consistency with the CFC recommended chart of accounts.
10. We reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the CFC recommended chart of accounts and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
11. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
12. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
13. We reviewed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various recommendations for the City. Our recommendations are described in the Detailed Recommendations section of this report. Unless reported in the Detailed Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

We were not engaged to and did not conduct an audit of the operations of the City of Jewell, the objective of which is the expression of opinions on financial statements. Accordingly, we do not express opinions on the City's financial statements. Had we performed additional procedures, or had we performed an audit of the City of Jewell, additional matters might have come to our attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Jewell and other parties to whom the City of Jewell may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Jewell during the course of our examination. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

Cornwell, Frideres, Maher & Associates, P.L.C.

Cornwell, Frideres, Maher & Associates, P.L.C.
Certified Public Accountants

March 25, 2014

Detailed Recommendations

City of Jewell, Iowa

Detailed Recommendations

For the Period July 1, 2012 through June 30, 2013

- (A) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. Generally, one individual has control over each of the following areas for the City:

- (1) Cash – handling, reconciling and recording.
- (2) Receipts – opening mail, collecting, depositing, journalizing, reconciling and posting.
- (3) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (4) Payroll – recordkeeping, preparation and distribution.
- (5) Utilities – billing, collecting, depositing and posting.
- (6) Financial reporting – preparing and reconciling.
- (7) Journal entries – preparing and journalizing.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be evidenced by the signature or initials of the reviewer and the date of the review.

- (B) Reconciliation of Utility Billings, Collections and Delinquent Accounts - Utility billings, collections and delinquent accounts were not reconciled throughout the year.

Recommendation – Procedures should be established to reconcile utility billings, collections and delinquent accounts for each billing period when the utility billing system is updated and meters are installed. With the present self-read method, billing is posted only when paid.

City of Jewell, Iowa

Detailed Recommendations

For the Period July 1, 2012 through June 30, 2013

- (C) Reconciliation of Fire and Rescue Account – It was noted that the Fire and Rescue checking account was not reconciled throughout the year.

Recommendation – The Fire and Rescue treasurer had not recorded all the payments received electronically. These payments should be recorded and the bank should be reconciled monthly. Further, an independent review of the reconciliation should be evidenced by the signature or initials of the reviewer and the date of the review.

- (D) Inactive Accounts – It was noted that there were balances in three funds that have not been utilized for several years; Tax Increment Financing, Debt Service and Capital Improvement Reserve funds.

Recommendation – The Council should review these funds and transfer amounts to close the balances to appropriate active funds.

- (E) Annual Financial Report – It was noted that the annual financial report was filed timely and that the receipts and disbursements traced to the City's financial statements. However, the cash balance was off by a variance of \$4,826. We determined that this amount was off in a prior period and was a result of transfers not recorded correctly in a prior period.

Recommendation – The City Clerk should review the Annual Financial Report in the future and trace the ending cash balance to the City's computer system.

- (F) Records of Accounts – The Jewell Fire and Rescue and Jewell Centennial/Agnes Juhl Trust maintain separate accounting records pertaining to their respective operations. The transactions and the resulting balances are not included in the Clerk's records or budget. Chapter 384.20 of the Code of Iowa states, in part, that "a city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose."

Recommendation – For better accountability, financial and budgetary control, the financial activity and balances of all City accounts should be included in the Clerk's records.